

NEFRC

March Monthly
**PERSONNEL, BUDGET &
FINANCE POLICY
COMMITTEE**
Meeting

March 1, 2007
9:30 a.m.

**St. Johns River Water Management
District**
4049 Reid Street
Palatka, FL 32177



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MEMORANDUM

Date: March 1, 2007
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling, Chief Financial Officer
Re: April 5, 2007, Committee Meeting

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The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, April 5, 2007, at 9:30 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216.**

Northeast Florida Regional Council
Personnel, Budget & Finance Policy Committee
A G E N D A

1. Call to Order, Roll Call, Introductions –Chair Stern
- *2. Approval of February 1, 2007 Meeting’s Minutes –Chair Stern.....1
3. New Business
 - *A. January 2007 Financial Report – Donna Starling.....2
 - B. Building Refinance Update – Brian Teeple
4. Old Business
5. Next Meeting Date and Location: **Thursday, April 5, 2007**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
6. Adjournment

***Denotes Action Item**

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee
February 1, 2007

MINUTES

A meeting of the NEFRC Personnel, Budget, and Finance Policy Committee was held on Thursday, **February 1, 2007**, at 9:30 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216. **Chair Stern** called the meeting to order with the following members present representing a quorum:

Hugh Fish	Chereese Stewart	Jim O'Connell	Wes Larson
Rea Fleckenstein	Karen Stern	Chip Laibl	

Staff: Brian Teeple, Mario Taylor, Donna Starling and Angi Giles

*Approval of Minutes

Mr. Fish moved approval of the minutes of the January 4, 2007, meeting; seconded by Ms. Fleckenstein; motion unanimously carried.

New Business

*December 2006, Financial Report

Ms. Starling reported that the Council posted a Net Income of \$28,320 for the month of December and a Year to Date Net Income of \$55,670. The Business Development Corporation (BDC) posted a Net Income of \$597* for the month of December and a Year to Date Net Income of \$44,135. The Agency-wide totals were a Net Income of \$28,917 for the month and a Net Income of \$99,805 (includes BDC Net Income) Year to Date. The BDC payable to the Council is \$148,736 through December 2006 (*the BDC payable to RPC is decreased by this amount). Ms. Starling also reported that the "Sweep" account accrued interest in the amount of \$2,424 for the month of December 2006. **Mr. Fish** requested that a year-to-date total for the "sweep" account be included in the report in the future. **Ms. Fleckenstein moved approval of the December 2006 Financial Report; seconded by Mr. Larson; motion unanimously carried.**

Statewide Regional Evacuation Study Program

Mr. Teeple stated that the Council has a 4.3 million dollar contract with the Division of Emergency Management (DEM) to undertake comprehensive hurricane evacuation studies throughout the State of Florida (the "Contract"). The Contract requires this Council to subcontract with each of the other ten Regional Planning Councils (RPCs) to complete their Region's studies under a coordinated system. This project is under time constraints. Toward that end, Mr. Teeple requested permission from the Committee and Board for signatory authority, in regards to this contract only, to execute the appropriate subcontracts necessary for the completion of the Statewide Regional Evacuation Studies consistent with the Council's contract with the DEM. A discussion followed. **Mr. Fish moved approval of authorization for the CEO to sign subcontracts in relation to the Statewide Regional Evacuation Studies contract from DEM; seconded by Commissioner O'Connell; motion carried unanimously.**

Building Refinance Update

Mr. Teeple stated that the building refinance has slowed down due to legal requirements. Staff hopes to present a finalized package at the March 1, 2007.

Old Business

There is no old business to discuss.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, March 1, 2007**, at 9:00 a.m., at the **St. Johns River Water Management District office, 4049 Reid Street, Palatka, Florida, 32177.**

Adjournment

There being no further business to discuss, the meeting was adjourned at 9:58 a.m.

Tab 2



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MEMORANDUM

DATE: February 21, 2007
TO: Northeast Florida Regional Council
THRU: Hugh D. Fish, Secretary/Treasurer
FROM: Donna Starling^{DS} Chief Financial Officer
RE: January 2007 Financial Report

Northeast Florida Regional Council posted a Net Income of \$11,053 for the month of January and a Year to Date Net Income of \$66,723. The Business Development Corporation posted a Net Loss of \$2,020* for the month of January and a Year to Date Net Income of \$42,115. The Agencywide totals were a Net Income of \$9,033 for the month and a Net Income of \$108,838 (includes BDC Net Income) Year to Date.

BDC payable to the Council is \$150,757 through January 2007.

*The BDC Payable to RPC is increased by this amount.

Regional Council - Agencywide	Adopted Budget 1/06/07	January 2007	YTD	Represents % of Fiscal Year	Budget Variance
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Revenues					
Planning and Development	\$ 1,173,390	77,709	280,464	25%	-8%
Emergency Preparedness	\$ 955,759	82,233	295,040	31%	-2%
County	\$ 586,359	48,863	195,453	33%	0%
Healthy Start	\$ 5,600,034	165,878	628,264	11%	-22%
Business Development Corporation	\$ 545,444	28,871	147,273	27%	-6%
Regional Data Center	\$ 166,023	14,919	45,621	27%	-6%
Tenant Revenue	\$ 85,000	4,196	30,964	36%	3%
AME Ministerial Alliance	\$ 319,331	15,346	73,975	23%	-10%
Anticipated Revenue/Other	\$ 24,000	8,362	45,556	190%	157%

TOTAL REVENUES	\$ 9,455,310	\$ 577,914	\$ 1,752,616		
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Expenses					
Salaries and Fringe	\$ 3,231,719	316,172	987,013	31%	-2%
Contract/Grant Direct Expenses	\$ 5,457,861	68,774	432,412	8%	-25%
Common/Indirect - Allocated Expenses*	\$ 438,107	39,755	177,571	41%	6%
General Fund Expense*	\$ 302,260	12,644	46,777	15%	-18%

TOTAL EXPENSES	\$ 9,429,947	\$ 437,345	\$ 1,643,773		
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Net Income (Loss)	\$ 25,363	\$ 140,569	\$ 108,843		
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*Excludes Salaries & Fringe

Planning and Development	Approved Budget		FY07	Representation of Fiscal Year	Budget Variance
	09/01/06	January 2007			

Revenue					
Local Gov't T.A./DCA	\$ 480,801	40,311	163,101	34%	1%
DRI	\$ 266,000	18,773	53,073	20%	-13%
TD	\$ 110,000	11,164	40,579	37%	4%
SHIP/Weatherization	\$ 187,600	7,338	33,588	18%	-15%
FIAM Training	\$ 25,000	123	123	0%	-33%
Special Projects	\$ 30,000	-	-	0%	0%
Other Revenue	\$ 73,989	-	-	0%	0%

TOTAL REVENUES	\$ 1,173,390	\$ 77,609	\$ 290,464	25%	
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Expense					
Salaries/Fringe	\$ 650,850	49,242	167,289	26%	-7%
Direct	\$ 66,948	3,559	25,455	38%	5%
Common/Indirect	\$ 455,592	24,907	99,909	22%	-11%

TOTAL EXPENSES	\$ 1,173,390	\$ 77,709	\$ 292,653	26%	
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Net Profit (Loss)	\$ 0	\$ 0	\$ (2,189)		
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Emergency Preparedness	Adopted Budget 10/05/06 \$ 309,500	Actual 2006 \$ 36,023	YTD \$ 106,141	Represents 33% of Fiscal Year	Budget Variance \$ 273,477
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Revenues					
Emergency Preparedness Local TA	\$ 438,832	36,023	106,141	24%	-9%
Hurricane Study	\$ 40,000	18,656	30,947	77%	44%
DCA LEPC	\$ 44,909	6,281	20,609	46%	13%
HMEP	\$ 30,000	-	5	0%	-33%
Terrorism Statewide Coordination	\$ 150,000	-	23,553	16%	-17%
Terrorism Exercise Area 3	\$ 20,000	-	-	0%	0%
FHS Terrorism Conference	\$ 45,000	-	-	0%	0%
SHSGP Terrorism	\$ 75,000	14,482	70,882	95%	62%
Statewide Exercise Evaluation	\$ 86,000	-	-	0%	0%
State Training Video	\$ -	-	15,100	0%	0%
Cultural Workshop	\$ -	-	22,013	0%	0%
Feasibility Study	\$ -	1,701	1,701	0%	0%
EOC Enhancement	\$ -	-	-	0%	0%
Other Revenue	\$ 26,018	5,090	5,090	20%	-13%

TOTAL REVENUES	\$ 955,759	\$ 82,233	\$ 295,040	31%	
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Expenses					
Salaries/Fringe	\$ 407,562	39,674	133,570	33%	0%
Direct	\$ 282,435	15,794	75,398	27%	-8%
Common/Indirect	\$ 265,762	26,807	86,113	32%	-1%

TOTAL EXPENSES	\$ 955,759	\$ 82,274	\$ 295,082	31%	
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Net Profit (Loss)	\$ -	\$ -	\$ -		
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BDC	Adopted Budget 10/01/05	09/30/07	January 2007	YTD	Represents % of Fiscal Year	Budget Variance
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Revenues						
Processing	\$ 166,000		3,440	15,335	9%	-24%
Interest	\$ 42,000		-	30,558	73%	40%
Servicing	\$ 267,000		25,431	101,380	38%	5%
Other	\$ 70,444	\$ -		\$ -	0%	-33%

TOTAL REVENUES	\$ 545,444		\$ 28,871	\$ 147,273		
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Expenses						
Salaries/Fringe	\$ 351,830		22,553	72,050	20%	-13%
Direct Expenses	\$ 41,750		962	7,251	17%	-16%
Common/Indirect	\$ 151,864		7,377	25,857	17%	-15%

TOTAL EXPENSES	\$ 545,444		\$ 30,892	\$ 105,158		
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Net Profit (Loss)	\$ -		\$ (2,020)	\$ (42,115)		
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Healthy Start	Adopted Budget 10/01/06 09/30/07	January 2007	YTD	Represents 11% of Fiscal Year
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Revenues				
Department of Health	\$ 4,099,113	50,531	142,043	3%
Federal Healthy Start (Magnolia)	\$ 925,000	49,389	283,985	31%
Azalea	\$ 76,160	9,850	30,545	40%
Mom Care - SOBRA	\$ 489,276	46,951	156,380	32%
Other	\$ 10,485	9,156	15,311	146%

TOTAL REVENUES	\$ 5,600,034	165,878	628,264	
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Expenses				
Salaries/Fringe	\$ 697,423	90,468	243,869	35%
Direct Expenses	\$ 4,529,376	40,699	271,691	6%
Common/Indirect	\$ 373,235	34,711	112,703	30%

TOTAL EXPENSES	\$ 5,600,034	165,878	628,264	
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ASSETS

January 2007

Current Assets:

Regional Council Cash	1,963,987
Healthy Start Cash	1,194,738
Regional Council Accounts Receivable	676,114
BDC Accounts Receivable	124,568
Healthy Start Accounts Receivable	142,733
Due from other funds - BDC	150,757

Total Current Assets 4,252,927

Property and Equipment:

Office furniture and equipment	767,535
Software	115,200
Land	271,910
Building	1,928,090
Building improvements	487,166

Less accumulated depreciation 972,988

Total Property and Equipment, net 2,576,913

Other Assets:

Closing Cost 18,442

Total Other Assets 18,442

Total Assets 6,848,282

LIABILITIES

Current Liabilities:

Accounts payable	97,042
Due to other funds	150,757
Loan deposits	143,188
Accrued salaries and leave	186,239
Regional Council Deferred Revenue	1,683,107
Healthy Start Deferred Revenue	1,075,803
Tenant deposits	10,104
Notes payable - current portion	52,208

Total Current liabilities 3,398,449

Long-Term Liabilities:

Notes payable - long-term portion 1,541,974

Total long-term liabilities 1,541,974

Total Liabilities 4,940,423

EQUITY

Equity and Other Credits:

Contributed capital	186,338
Retained earnings	1,721,522

Total Equity and Other Credits 1,907,860

Total Liabilities, Equity and Other Credits 6,848,282

YTD Comparison

05/06 06/07

AGENCYWIDE

October	\$	1,817*	\$	19,119*
November	\$	28,162*	\$	70,889*
December	\$	16,521*	\$	99,805*
January	\$	9,482*	\$	108,838*
February	\$	19,109*		
March	\$	27,931*		
April	\$	44,333*		
May	\$	108,112*		
June	\$	115,289*		
July	\$	140,848*		
August	\$	158,424*		
September	\$	191,520*		

BDC

October	\$	9,852	\$	4,000
November	\$	15,275	\$	43,538
December	\$	36,530	\$	44,135
January	\$	27,282	\$	42,115
February	\$	21,503		
March	\$	15,473		
April	\$	14,692		
May	\$	65,651		
June	\$	74,177		
July	\$	81,726		
August	\$	90,416		
September	\$	100,329		

* Includes BDC Year to Date totals.



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MEMORANDUM

DATE: February 21 2007
TO: Northeast Florida Regional Council
FROM: Donna Starling, ^{DS} Chief Financial Officer
RE: January Investment Report

Sweep Account Interest

January Interest	\$2 259
Year to Date Interest	\$10 470

Florida Local Government Investment Trust

Current Balance	\$13 659
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